Faculty Evaluations Flow Chart

Full Time / Tenure Track	Regular Full Time	Part Time

Full Time / Tenure Track

Student Evaluations Weeks 8 - 11
Weeks 8-10: F2F | Week 11: DE

Week 12: IS Team sends student reports to faculty/peers

Fall:

Spring:

Week 13: Faculty completes self-eval. Peer evals complete.

IS Team saves student reports for fall packets. Eval complete.
*verify cycle by hire date

Week 14: Peer evals sent to Division Chair. DC sends self and peer eval to IS team.

Packet Checklist
☐ Peer Eval
☐ Self Eval
☐ Student Eval Report
☐ DTC Form (if required)
*send as separate sheets

Week 15: Dean sends Dean's Component to IS Team.

Week 16: IS Team adds dean's component to eval packet, routes for signatures if needed.

Week 18: IS Team submits final signed eval packets to ITRC. ITRC meets for recommendations.

Dean submits final packet to HR.

If contract recommended in 1st or 2nd year, repeat FT/TT eval cycle next term.

If tenure recommended in 2nd or 3rd year, begin Reg. FT cycle next term.

Evaluation Complete

Regular Full Time

Student Evaluations Weeks 8 - 11
Weeks 8-10: F2F | Week 11-12: DE

Week 13: IS Team sends student reports to faculty/peers

Week 13: Faculty completes self-eval.
Week 15: Peer evals complete.

Week 15-16: Peer evals sent to Division Chair. DC sends self and peer eval to IS team.

Packet Checklist
☐ Peer Eval
☐ Self Eval
☐ Student Eval Report
*send as 3 separate sheets

Week 17: Dean sends Dean's Component to IS Team.

Week 18: IS Team adds dean's component to eval packet, routes for signatures if needed.

Week 18: IS Team submits final signed eval packets to HR.

Evaluation Complete

Part Time

Student Evaluations Weeks 8 - 13
Weeks 8-12: F2F | Week 11-13: DE

Week 14: IS Team sends student reports to faculty/peers

Week 15: Faculty completes self-eval.
Week 16: Peer Evals complete.

Week 16: Peer evals sent to Division Chair. DC sends self and peer eval to IS team.

Packet Checklist
☐ Peer Eval
☐ Self Eval
☐ Student Eval Report
*send as 3 separate sheets

Week 17-18: IS Team compiles final eval packet, routes for signatures if needed.

Week 18: IS Team submits final signed eval packets to HR.

Evaluation Complete